

Professional Design Services for Mexic-Arte Museum - CMR

CLMP303

Non-Mandatory Pre-Response Meeting

Attendees: Please submit the following by going to the Link found in the Q/A Field or by using the QR code on the right.

- Your name
- The firm you are representing
- Your contact information (phone number and email)
- Indicate whether you are a prime or subcontractor

Your name and contact information will be added to our pre-response attendees list.

Attendee

Sign-in link is located in
the Q&A Section or use
QR Code



AGENDA

- **Introductions**
- **Project Description**
- **Responses and Contract Requirements**
 - Professional Services Subcontracting
 - PSA Information
 - Evaluation Criteria
 - Contract Requirements
- **MBE/WBE Requirements**

INTRODUCTIONS

- **Project Manager: Sergio Altamirano**
- **Mexic-Arte Museum Representative: Sylvia Orozco**
- **CCO Representative: Tracy Franklin**
- **SMBR Representative: Veronica Hawkins**

Project Description

Sergio Altamirano

Public Works
Department

and

Sylvia Orozco

Mexic-Arte Museum



Mission:

The Mexic-Arte Museum is dedicated to enriching the community through education programs, exhibitions, and the collection, preservation, and interpretation of Mexican, Latino, and Latin American art and culture for visitors of all ages.



Project Location - 419 Congress, Austin, TX 78701



The City of Austin's sponsor for this project is the Economic Development Department. The primary funding for this project comes through the approval by voters of the 2006 and 2018 Bond Election.



Mexic-Arte Museum
Building Survey and
Feasibility Analysis



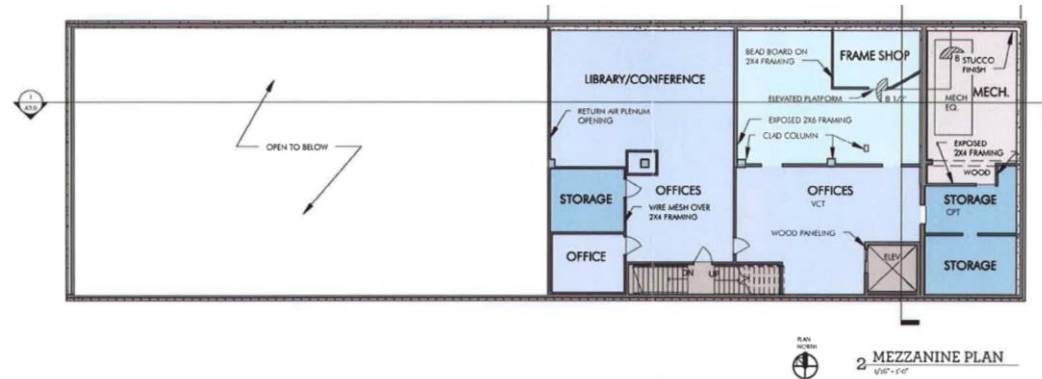
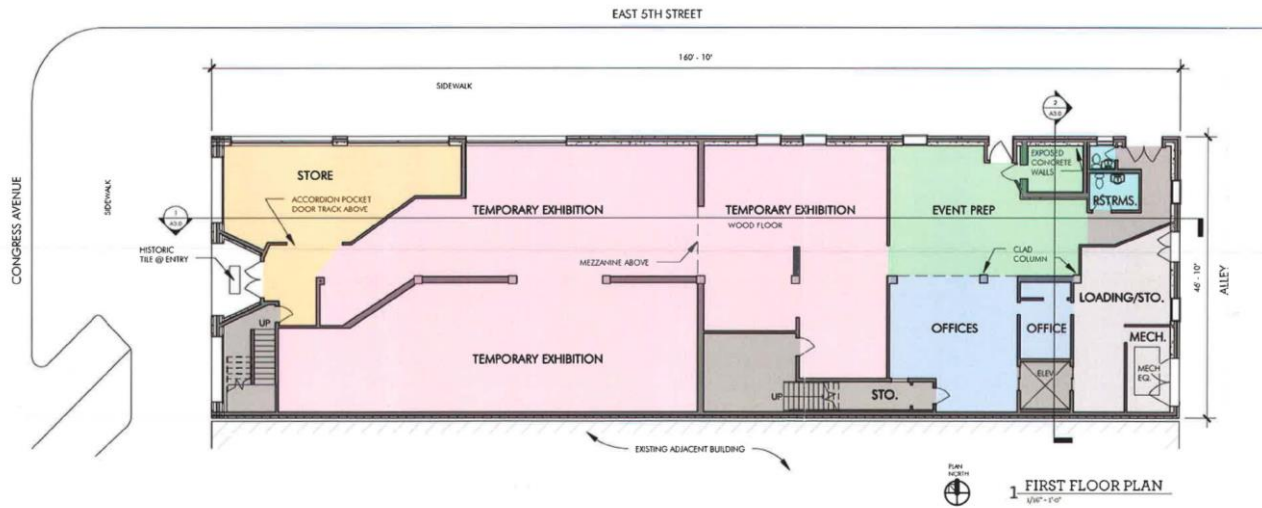
Project Objective:

The Mexic-Arte Museum Building Survey and Feasibility Analysis Report will be use as a guide for the project scope. The A/E team will assist the owner to further define the scope of work considering the different options provided in the report and provide recommendations on the scope options that align with the available funds .

The project site encompasses the existing 3-story Mexic-Arte Museum that will be rehabilitated into an approximately 23,000 square feet, 3-story museum.



1. The Mexic-Arte Museum will have a fully functional multi-story facility of approximately 23,000 square feet with many pertinent attributes.
2. The building must meet standards and comply with guidelines of The American Alliance of Museums (formerly the American Association of Museums).
3. The building must help achieve the characteristic of excellence for U.S. Museums from the American Alliance of Museums.
4. Preserve/restore the main façade of the building.
5. Design the Mexic-Arte Museum to achieve a Silver certification as defined in the LEED Building Rating System.



Existing First Floor and Mezzanine



1st Floor- Museum Entrance



1st Floor- Exterior of building (sideview on 5th St.)



1st Floor- Exterior of building (Back/Alleyway)



1st Floor- Entrance



1st Floor- Museum Store



1st Floor- Main Gallery Entrance



1st Floor- Main Gallery



1st Floor- Annex Gallery



1st Floor- Annex Back Gallery



1st Floor- Downstairs Office



1st Floor- Elevator



1st Floor- Table and Chair Storage Area



1st Floor- Unisex Restroom



1st Floor- Stairway



1st Floor - Little Library



Mezzanine - Education Department Offices



Mezzanine - Equipment Room



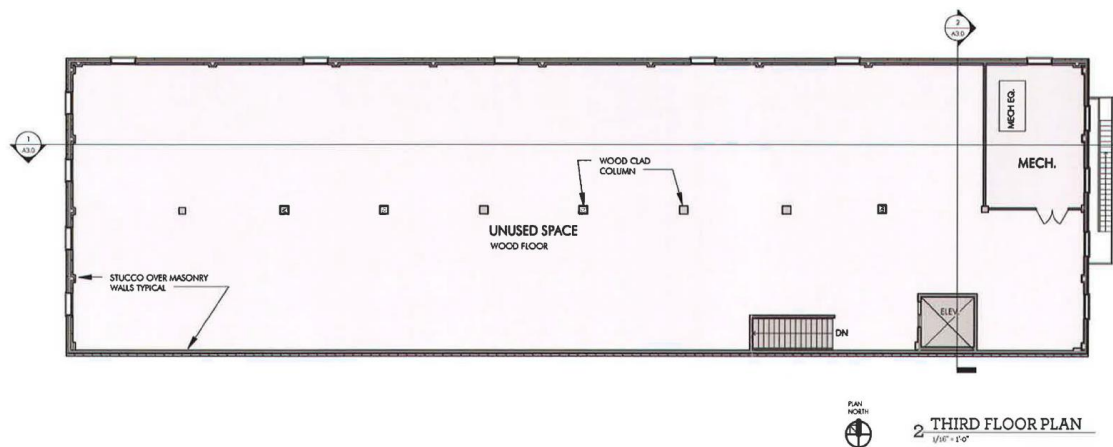
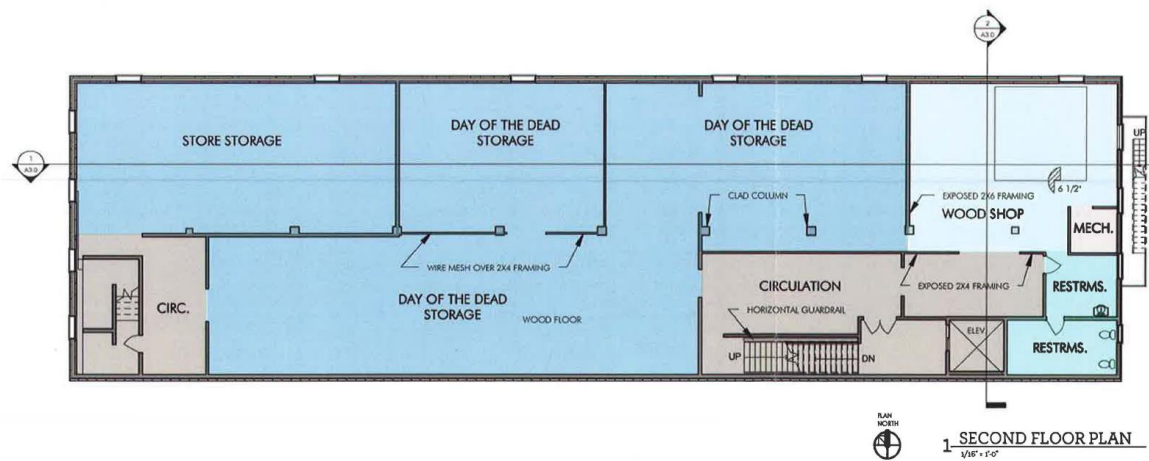
Mezzanine - Collections Room



Mezzanine - Library



Mezzanine - Paint Room



Second and Third Floor



2nd Floor- Carpentry Room



2nd Floor- Collection Storage



3rd Floor- Storage

Responses and Contract Requirements

Tracy Franklin

Procurement
Specialist IV

Capital Contracting
Office

Note for Any Professional Services Subcontracting Required

- Section 2254.004 of the Government Code sets out requirements for procurement of professional services.
- In procuring architectural, engineering or land surveying services, a governmental entity is required to first select the most highly qualified provider of those services. The provider must be selected on the basis of demonstrated competence and qualifications. After selection, the governmental entity is required to negotiate a contract with that provider at a fair and reasonable price.
- If a satisfactory contract with the most highly qualified provider cannot be negotiated, the entity is required to formally end negotiations with that provider before selecting another provider. After ending those negotiations with the first provider, the 2-step process must begin again. First, selection of the provider based on qualifications and demonstrated competence is completed. Then, the price is negotiated.
- As a contractor performing a City contract you are required to procure professional services for that contract in the same manner as the City, in compliance with Section 2254.004 of the Government Code.

Note to Respondents

Please base your response solely on written contract documents and any addenda issued, not on any verbal information

Information of the City of Austin's Request for Qualifications Process

For more information on the City of Austin's Professional Services program, you may review our CIP Partners Academy session on the Request for Qualifications Process from October 21, 2020:

- CIP Partners Academy Website:
 - <https://austintexas.gov/departments/cip-partners-academy>
- RFQ Process Video:
 - tinyurl.com/ud8tufbu
- RFQ Process Presentation:
 - <http://austintexas.gov/sites/default/files/files/Capital%20Contracting/RFQ%20CIP%20oAcademy.pdf>



Authorized Contacts during No Lobbying Period (RFQ)

- Questions pertaining to the Scope of Work:
 - Sergio Altamirano
sergio.altamirano@austintexas.gov
- Questions pertaining to the Submittal:
 - Tracy Franklin
tracy.franklin@austintexas.gov
- Questions pertaining to MWB/WBE compliance:
 - Veronica Hawkins
veronica.hawkins@austintexas.gov

Response Submission Information

- Responses due PRIOR to 2:00 PM CST on September 8, 2021
- Subscribe to solicitation via Austin Finance Online:
 - https://www.austintexas.gov/financeonline/account_services/solicitation/solicitations.cfm
- In Addition to eResponse, Responses are received at:
 - Capital Contracting Office, One Texas Center
 - 505 Barton Springs Road, Suite 365
 - Austin, Texas 78704

Anticipated Selection Schedule

- Evaluation: October 6, 2021
- Presentation/Interviews (if needed): October 20, 2021
- Council Award: December 2, 2021
- Contact Execution: February 9, 2022

Request for Qualifications

- Due Date for Submittals
 - How to submit response via eResponse
 - How to submit a hard-copy response
- Authorized Contact Persons

Instructions to Consultants

- Item 1 – Preparation of Responses
- Item 2 – Rejection of Submittals
- Item 5 – Protest Procedures



Evaluation Criteria

Evaluation Criteria Overview

Item #	Title	Gate Keeper
1	M/WBE Procurement Program	Y/N
2	Turned in All Required Documents	Y/N
		Max Points
3a	Team's Structure	10
3b	Team's Project Approach	10
4	Experience of Key Personnel	15
5	Prime Firm's Comparable Experience	20
6	Major Scopes of Work – Comparable Project Experience	20
7	Team's Experience with Austin Issues	15
8	City of Austin's Experience with Prime Firm	10
9	Interviews (<optional><mandatory>)	15
	Maximum Possible Points, including Interview	115

Gatekeepers

Item 1: MBE/WBE Procurement Program

[Yes or No]

Were Goals achieved or did response indicate that a Good Faith Effort was made to achieve the Goals?

The Offeror must submit:

- Compliance Plan
- Letters of commitment from subconsultants confirming contact/commitment to the project

Gatekeepers

Item 2: Required Documentation

[Yes or No]

Respondent turned in the requested documents as required by this Consideration item and the forms and submittal requirements for all other consideration items.

The Offeror must submit:

- Form 1 – Prime Firm General Information (attached to Item 2)
- Other forms and submittal documents required in the remaining consideration items should be attached to that respective consideration item.

Scored Items

Item 3a: Team's Structure

[10 points
max]

The City is interested in:

- The team's organizational structure
- Project leadership
- Reporting responsibilities
- How the Construction-Manager-at-Risk will be included in the design process
- How the prime firm will interface with the City Project Manager
- How subconsultants will work within the team structure
- Roles of the key individuals
- The team's experience with sustainable design

The Offeror must submit:

- Organizational chart – One (1) page limit
- A brief narrative – Three (3) page limit

Scored Items

Item 3b: Team's Project Approach

[10 points
max]

The City is interested in:

- The team's overall understanding of the project scope and issues
- Significant project issues and approach to addressing them (reference issues from similar projects and how mitigated)
- Methods to successfully complete the work
- Understanding of the techniques and sequencing required
- How the prime firm will interface with the City's Project Manager
- Major subconsultants' placement in the overall approach to the project

The Offeror must submit:

- A brief narrative – Five (5) page limit

Scored Items

Item 4: Experience of Key Personnel

[15 points
max]

The City has identified the Key personnel as the Project Manager (8 points), Project Professional (5 points) and Project Principal (2 points).

- The City is interested in experience that demonstrates history and success with projects of similar programs, budgets, and/or clients as the project described in the solicitation.
- Only one individual per job responsibility should be designated.
- Key Personnel must be employed by the prime firm.
- The Project Principal, Project Manager and Project Professional can be the same individual.
- The Project Professional must be a registered architect in the State of Texas at the time of submittal.
- The Project Professional or Project Manager must hold an active LEED AP BD+C credential through the USGBC at the time of submittal.

Scored Items

Item 4: Experience of Key Personnel

List three (3) projects meeting these criteria which have been completed in the past ten (10) years for each individual.

The Offeror must submit:

- Complete Form 5 – Experience of Project Manager. Please provide no more than one (1) page per project.
- Complete Form 6 – Experience of Project Professional. Please provide no more than one (1) page per project.
- Complete Form 7 – Experience of Project Principal. Please provide no more than one (1) page per project.
- Attach a resume of no more than two (2) pages for each individual.
- Attach a copy of the required license/credential (or documentation sufficient to verify credential) for each individual.

Scored Items

Item 5: Prime Firm's Comparable Project Experience

[20 points max]

City is interested in the prime firm's:

- History and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation.
- History of the firm in complying with project programs, schedules, and budgets on previous City projects.
- Expertise in design.
 - Please submit a representative sampling in two dimensional formats of designs completed by the prime firm in the past five (5) years. Please provide project name and basic information regarding location, date of construction, names of design team members, project scope, etc. for three (3) projects.

Scored Items

Item 5: Prime Firm's Comparable Project Experience

List three (3) projects meeting these criteria which have been completed in the past five (5) years.

The Offeror must submit:

- A brief narrative – One (1) page limit
- Complete Form 8 – One (1) page limit per project
- Provide copies of drawings or photographs bound into the hard copy of the response and provided as a separate PDF file in the CD or flash drive. Please do not send portfolios or original work as these items cannot be returned to you.

Scored Items

Item 6: Major Scopes of Work – Comparable Project Experience

[20 points
max]

The City has identified Major Scopes of Work to be provided for this project, which are included in the Scope of Services.

- Each scope of work can be accomplished through subcontracting other firms or utilizing the prime firm.
- The City is interested in the history and success of the firm proposed to perform the scope of work (subconsultant or prime), with projects of similar programs, budgets, and/or clients as the areas identified.
- List **three (3) projects per Major Scope of Work** meeting these criteria which have been **completed in the past five (5) years**.
- In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects. If more than one firm is listed for a particular Major Scope of Work, the City expects the work will be divided evenly among them.
- If more than one firm is listed for a particular Major Scope of Work, list three (3) projects per firm per scope of work. Provide no more than one (1) page per firm per scope.

Scored Items

Item 6: Major Scopes of Work – Comparable Project Experience

Major Scopes of Work:

- Architectural Design Services – 7 points
- Mechanical/Electrical/Plumbing Engineering – 4 points
- Structural Engineering – 2 points
- Civil Engineering – 1 point
- Historic Preservation Consultant – 1 point
- Lighting Consultant – 1 point
- Sustainability (LEED) Consultant – 1 point
- Fire & Life Safety Consultant – 1 point
- Information and Technology Consultant – 1 point
- Acoustical Engineering – 1 point

Scored Items

Item 6: Major Scopes of Work – Comparable Project Experience

List three (3) projects per Major Scope of Work which have been completed in the past five (5) years.

The Offeror must submit:

- Complete Form 9 for each Major Scope of Work listed in the Scope of Services (for both the prime and subs)
- One (1) page per scope per firm
- Ensure all subconsultants listed in Item 6 are included in the M/WBE Compliance Plan

Scored Items

Item 7: Team's Experience with Austin Issues

[15 points
max]

The City is interested in the team's (including subconsultants) experience with Austin issues, as may be evidenced by work performed in the area in the past five (5) years. Specifically,

- City of Austin site development and/or building permit requirements.
- Austin area construction in the public right-of-way.
- Austin area construction costs and practices.
- Austin environmental community, conditions, and constraints.
- Responsiveness due to proximity of projects to your local office.
- Knowledge of "downtown" issues and requirements.
- Knowledge of Congress Avenue Historic District requirements.

The Offeror must submit:

- A brief narrative – Four (4) page limit

Scored Items

Item 8: City of Austin's Experience with Prime Firm

[10 points max]

- The City will consider the history of the firm in complying with project programs, schedules, and budgets on previous City of Austin projects within the last five (5) years.
- Scoring is based on consultant performance evaluations completed by City staff for City projects.
- Firms who have had no previous City of Austin projects relative to the industry or engineering discipline of this solicitation, will receive a score equal to the average of all firms in the database with previous City of Austin projects relative to the industry or engineering discipline of this solicitation.

Scored Items

Item 9: Interviews (Optional)

[15 points
max]

The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Staff intends to use the following guidelines for the optional interview process:

- The point difference between the first and second ranked firm is less than three (3) points.
- The number of firms interviewed will depend on the closeness of the scores following evaluation of the written proposals.
- Staff will consider significant gaps in point separation between the top ranked firms in determining the number of firms to be interviewed.
- Only firms that are considered qualified to perform the work, on the basis of their written proposal, will be invited for interviews.
- No more than five (5) firms will be interviewed.
- Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.
- The City reserves the right to determine whether an interview will be conducted for every solicitation/project.



Contract Requirements

Professional Service Agreement (PAS)

Included as a reference in the RFQ. Standard documents can be accessed here on the City's website:

<http://www.austintexas.gov/departments/professional-service-agreements>

- Sample standard contract agreement language and terms
- Sample supplemental general conditions for the project
- Exhibit A: Description of Project
- Exhibit B: Non-Discrimination and Non-Retaliation Certification; Appendix A and Appendix E – Title VI Assurances
- Exhibit C: MBE/WBE Compliance Plan
- Exhibit D: Baseline Sustainability Criteria
- Attachment 1: Consultant's Key Personnel
- Attachment 2: Request for Changes to Key Personnel
- Attachment 3: Fee Proposal
- Attachment 4: Quality Control Plan (QCP)
- Attachment 5: Resource Allocation Plan (RAP)
- Attachment 6: Maximum Not to Exceed by Phase
- Attachment 7: Design Package Completeness Checklist



Consultant Performance Evaluation (CPE)

Consultant Performance Evaluation Program Overview

- The City's Consultant/Contractor Performance Evaluation (CPE) Program is a uniform method to evaluate, report, and track the evaluation of services provided by Consultants and Contractors.
- Through Program administration, the City gathers and maintains vendor performance evaluations for establishment of historical record for use in future contract award decisions. Scores received are averaged over a rolling five-year period.

Consultant CPE Evaluation Criteria

9 criteria evaluated on 3-point rating scale

- Schedule/Timeliness of Performance
- Budget/Cost Control
- Invoicing and Payments
- MBE/WBE/DBE Procurement Programs
- Regulatory Compliance and Permitting
- Adequacy and Availability of Workforce
- Project and Contract Management
- Communications, Cooperation, and Business Relations
- Quality (this rating is weighted more heavily)

Consultant Performance Evaluation Summary

- Expect evaluation for work performed for design services and for services performed during construction phase
- Keep in communication with City Project Manager on performance
 - CPE Progress Form – to track performance for project duration
- If you question CPE score you receive, immediately contact the CPE Administrator
 - Specific timelines to meet for Rebuttal and Appeal processes

CPE Program Contact

- For additional information or questions on the CPE Program, please contact Sonya Powell at 512-974-6502 or sonya.powell@austintexas.gov
- CPE program website:
<https://austintexas.gov/departments/cpe-program>

MBE/WBE Requirements

Veronica Hawkins

Business
Development
Counselor II

Small and Minority
Business Resources
Department

Section 1: MBE/WBE Goals

- Goals have been assigned to this solicitation
 - African American 1.9%
 - Hispanic 9.0%
 - Combined Asian/Native American 4.9%
 - WBE 15.8%
- Section 1 of the compliance plan is autogenerated with the information specific to this solicitation

Appendix A

MBE/WBE COMPLIANCE PLAN

All applicable sections must be completed and submitted by the due date and time as indicated in the solicitation documents.

The Bidder/Respondent by submitting and signing this solicitation's 0300 form, understand and agree that the MBE/WBE Compliance Plan submitted as a part of the bid/proposal shall become a part of the contract with the City of Austin. The Bidder/Respondent further understand that the City of Austin's Minority-owned and Women-owned Business Enterprise Procurement Program Ordinance) and the Small and Minority Business Resources Department (SMBR) Rules shall apply.

Section I — Project Identification and Goals															
Project Name															
Solicitation Number															
<table><thead><tr><th colspan="2">Project Goals or Subgoals</th></tr></thead><tbody><tr><td>Combined MBE/WBE</td><td>%</td></tr><tr><td>MBE</td><td>%</td></tr><tr><td>African American</td><td>%</td></tr><tr><td>Hispanic</td><td>%</td></tr><tr><td>Asian/Native American</td><td>%</td></tr><tr><td>WBE</td><td>%</td></tr></tbody></table>		Project Goals or Subgoals		Combined MBE/WBE	%	MBE	%	African American	%	Hispanic	%	Asian/Native American	%	WBE	%
Project Goals or Subgoals															
Combined MBE/WBE	%														
MBE	%														
African American	%														
Hispanic	%														
Asian/Native American	%														
WBE	%														

Section 2: Responder Company Information

- All company information should match the information on Vendor Profile
 - Company Name, Address and Vendor Code
 - Contact person is who we can speak to regarding compliance plan
- Indicate how Prime's participation is to be counted towards the goals.

Section II — Bidder Company Information	
Company Name	
Address	
City, State Zip	
Phone	
Fax	E-Mail
Name of Contact Person	
Is your company registered on Vendor Connection?	Yes <input type="checkbox"/> If yes, provide Vendor Code _____ No <input type="checkbox"/> All vendors; Subconsultants and consultants must register with COA's Vendor Connect prior to award. See Link for registration information at www.austintexas.gov/vendor_registration
Is your company COA M/WBE certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please indicate type below) 1. MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> Joint Venture <input type="checkbox"/> 2. AA <input type="checkbox"/> H <input type="checkbox"/> A/NA <input type="checkbox"/> WBE <input type="checkbox"/>

City of Austin SMBR Use Only	
I have reviewed this Compliance Plan and found that the Bidder HAS <input type="checkbox"/> HAS NOT <input type="checkbox"/> complied as per the City Code Chapter 2-9.A through GFE.	
Reviewing Counselor _____	Date _____
I have reviewed this Compliance Plan and have found the Bidder COMPLIANT <input type="checkbox"/> NON-COMPLIANT <input type="checkbox"/>	
Director / Assistant Director _____	Date _____

Section 3: Compliance Plan Summary

- This section is a summary of Subcontractor participation in this Bid. Therefore, if there are any inconsistencies between Sections 4-7 and section 3, the calculations contained in Sections 4-7 will prevail.
 - Percentages should total 100%
- If the Proposer indicates that they did not meet the goals with certified MBE/WBE firms, then the Proposer shall submit documentation detailing their Good Faith Efforts (GFE) to meet the goals.

Section II — Bidder Company Information	
Company Name	
Address	
City, State Zip	
Phone	
Fax	E-Mail
Name of Contact Person	
Is your company registered on Vendor Connection?	Yes <input type="checkbox"/> If yes, provide Vendor Code _____ No <input type="checkbox"/> All vendors; Subconsultants and consultants must register with COA's Vendor Connect prior to award. See Link for registration information at www.austintexas.gov/vendor_registration
Is your company COA M/WBE certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please indicate type below) 1. MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> Joint Venture <input type="checkbox"/> 2. AA <input type="checkbox"/> H <input type="checkbox"/> A/NA <input type="checkbox"/> WBE <input type="checkbox"/>

City of Austin SMBR Use Only	
I have reviewed this Compliance Plan and found that the Bidder HAS <input type="checkbox"/> HAS NOT <input type="checkbox"/> complied as per the City Code Chapter 2-9.A through GFE.	
Reviewing Counselor _____	Date _____
I have reviewed this Compliance Plan and have found the Bidder COMPLIANT <input type="checkbox"/> NON-COMPLIANT <input type="checkbox"/>	
Director / Assistant Director _____	Date _____

Section 4: Disclosure of Certified Subs

- All company information should match the information on Vendor Profile
 - Company Name, Address and Vendor Code
 - Contact person is who we can speak to regarding compliance plan
 - Only indicate the codes you intend to use them for, not all the ones listed on their vendor profile.
- Note: Dually certified firms may only count towards either the MBE goal OR the WBE goal, not both.

Appendix A

Section IV — Disclosure of MBE and WBE Subcontractors (Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- Fill in names of MBE/WBE certified Firms as registered with City of Austin Vendor Connection.
- Select either MBE or WBE for dually certified firms to indicate which certification will count towards the MBE or WBE goal.
- List only the scopes of work that you intend the subcontractor to perform. Do not list all scopes a subcontractor can perform.
- Contact SMBR to request an availability list of certified Firms for additional scopes of work that were not included on the original availability list.

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
City Of Austin Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
City Of Austin Vendor Code		

Section 5: Disclosure of Non-Certified Subs

- All company information should match the information on Vendor Profile
 - Company Name, Address and Vendor Code
 - Contact person is who we can speak to regarding compliance plan
 - Only indicate the codes you intend to use them for, not all the ones listed on their vendor profile.
- Are Goals Met? Mark Yes or No
- Indicate the reason a certified firm was not used

Appendix A

Section V — Disclosure of Non-Certified Subcontractors
(Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of Non-Certified Subcontractors as registered with the City of Austin.
- List only the scopes of work that you intend the subcontractor to perform. Do not list all scopes a subcontractor can perform.

Are Goals Met? Yes ☐ No ☐ If no, state reason(s) below and attach documentation:

Name of Non-Certified Subcontractor		
City Of Austin Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
Reason Certified Firm not used		
Name of Non-Certified Subcontractor		
City Of Austin Vendor Code		

Section 6: Disclosure of 2nd Tier Subs

- List any Subcontractors that will be 2nd tier to your Subcontractors
- All company information should match the information on Vendor Profile
 - Company Name, Address and Vendor Code
 - Contact person is who we can speak to regarding compliance plan
 - Only indicate the codes you intend to use them for, not all the ones listed on their vendor profile.
- Note: Dually certified firms may only count towards either the MBE goal OR the WBE goal, not both.

Appendix A

Section VI — Disclosure of Second-Level Subcontractors

(Duplicate as Needed)

Note:

- Fill in all the blanks (use "none" or "N/A" where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of Second-Level Subcontractors as registered with the City of Austin.
- List only the scopes of work that you intend the subcontractor to perform. Do not list all scopes a subcontractor can perform.

Name of Second-Level Subcontractor	
City of Austin Certification	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
City Of Austin Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Amount of Subcontract	\$ %
First-Level Subcontractor	
Name of Second-Level Subcontractor	
City of Austin Certification (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
City Of Austin Vendor Code	
Address/ City / State / Zip	

Section 7: Good Faith Efforts Checklist

- Is each stated project goal of the solicitation met?
 - If "Yes", GFE requirements are satisfied
 - If "No", perform GFE as indicated in the Section 8 Checklist

Section VII — MBE/WBE Compliance Plan Check List

Is each stated project goal of the solicitation met?

Yes ☐ No ☐

(If no, complete and submit Section VII Compliance Plan Check List)

If the goals or subgoals were not achieved, all questions in Section VII *must* be completed and **Good Faith Efforts** documentation must be submitted with the **MBE/WBE Compliance Plan**. The completion and submission of this form is not required if the above question is answered *Yes*.

Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals?

• Copy of written solicitation sent to MBE/WBEs in SLBP area 7 days prior to the submission of this Compliance Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Two separate methods of notices sent to MBE/WBEs in SLBP area Indicate notice types: fax transmittals emails phone log letters	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of advertisements placed in local publication	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of notices sent to Minority and Women organizations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Documentation that demonstrates additional GFEs: <ul style="list-style-type: none"> ○ Efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or consultant ○ Efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services ○ Efforts made to reach agreements with the MBE/WBEs who responded to Proposer's written notice 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Were additional elements of work identified to achieve the goals or subgoals? Yes ☐ No ☐

If yes, please explain: _____

Was SMBR contacted for assistance? Yes ☐ No ☐

If yes, complete following:

Contact Person: _____

Date of Contact: _____

Summary of Request: _____

Were Minority or Women organizations contacted for additional assistance? Yes ☐ No ☐

If yes, complete following:

Organization(s): _____

Date of Contact: _____

Summary of Request: _____

Section 7: Good Faith Efforts Checklist

- Please complete the MBE/WBE Compliance Plan Check Sheet with the information requested.
- All questions in Section VIII must be completed and submitted with the Compliance Plan if goals or subgoals are not met.
 - Solicitations must be sent to MBE/WBEs within the SLBP within seven (7) business days prior to bid due date.
 - Local advertisement examples include but is not limited to local newspaper, local trade association publication, or via electronic/social media.
 - Be sure to reach out and contact our local minority trade associations (Asian Contractor Assoc., Austin Area Black Contractors Assoc., & US Hispanic Contractors Assoc. de Austin)

Reminders and Tips

- Review source documents for project goals
- Verify MBE/WBE certifications
 - All vendors must be registered with the City of Austin
 - Certification is a separate process
- Use the availability list and contact SMBR if additional scopes of work are identified
- Don't forget to include your Confirmation Letters with your Subcontractors
- Attach good faith effort documentation if goals are not met

SMBR Related Questions

Veronica Hawkins

veronica.hawkins@austintexas.gov

Main SMBR Contact Information

SMBRComplianceDocuments@austintexas.gov

Questions

Please email any additional questions you may have to the authorized points of contacts noted in the Request for Qualifications.
Deadline for questions is 5:00 PM CST on August 27, 2021.